

"Step Sheet: Typing Spanish Characters in Microsoft Office"

Microsoft Word

The following are common symbols that are used in Spanish and the shortcut keys provided by Microsoft Word. It takes some practice, but in the long run they are quicker than the use of the ALT key and memorizing the number codes i.e. ALT+130 = é. There are two charts at the end with some of the other techniques that can be used, but students should be **strongly** encouraged to learn the Microsoft Word commands.

Symbol	Instructions
á	CTRL+'(APOSTROPHE), a
é	CTRL+'(APOSTROPHE), e
í	CTRL+'(APOSTROPHE), i
ó	CTRL+'(APOSTROPHE), o
ú	CTRL+'(APOSTROPHE), u
ñ	SHFT+CTRL+~(TILDE), n
ü	CTRL+(COLON), u
¿	ALT+SHFT+CTRL+?
¡	ALT+SHFT+CTRL+!

PC and ASCII Character Codes

These are the commands that can be used on MS-DOS based programs, but they require the typist to memorize complicated codes, move hands off the home keys, and increase the chance of errors.

Symbol	Instructions
á	ALT+160, or ALT+0225
é	ALT+130, or ALT+0233
í	ALT+161, or ALT+0237
ó	ALT+162, or ALT+0243
ú	ALT+163, or ALT+0250
ñ	ALT+164, or ALT+0241
ü	ALT+129, or ALT+0252
¿	ALT+168, or ALT+0225
¡	ALT+173, or ALT+0161

MACINTOSH

These are the commands that can be used on Macintosh computers. They are provided here strictly for reference purposes. However, the purpose of this Unit of Study is to practice Microsoft Word commands and techniques, the use of these is **strongly** discouraged.

Symbol	Instructions
á	OPTION+e, a
é	OPTION+e, e
í	OPTION+e, i
ó	OPTION+e, o
ú	OPTION+e, u
ñ	OPTION+n, n
ü	OPTION+u, u
¿	OPTION+SHIFT+?
¡	OPTION+!

HTML Codes

There are also codes for typing these symbols in HTML, but that is beyond the scope of this worksheet.